



## Accounts Payable Reporting Manual

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## Accounts Payable Queries

### Accrual Basis Payables

These queries give you AP voucher information based on the voucher accounting date.

VT_AP_ACCR_EXPENDITURE_DST – Accrued AP Expenses by BU	
<b>Purpose</b>	Lists accounts payable expenditures posted to the general ledger. Expenditures listed in this query may or may not have been paid. It includes vendor, voucher and chartfield information.
<b>Prompts</b>	Business unit, all chartfields, and a range of Journal Dates. A % can be used for any of the chartfield values.
<b>Columns</b>	Business unit, all chartfields, fiscal year and period, journal information, voucher information, vendor information, invoice information, expense amount and voucher gross amount.

VT_AP_ACCR_VCHR_PO_CNTRCT_DTL - Accrued Voucher Detail for PO-Contracts	
<b>Purpose</b>	Lists AP vouchers posted during the period. Expense vouchers listed in this query may or may not have been paid. Includes purchase order and contract information for those vouchers associated with a purchase order and/or contract. May also include non-expense transactions processed through the accounts payable module.
<b>Prompts</b>	Business unit, all chartfields, and a range of Accounting Dates. A % can be used for any of the chartfield values.
<b>Columns</b>	Business unit, voucher information, invoice, invoice and accounting dates, PO id, contract id, vendor, all chartfields, amount.

VT_CAFR6_VENDOR_PAYMENT_REVIEW - Review payments of vendors	
<b>Purpose</b>	Used by departments to verify that payments to a specific vendor used the correct contract. This is very similar to VT_AP_ACCR_VCHR_PO_CNTRCT_DTL but prompts for a specific vendor.
<b>Prompts</b>	Business unit, a range of Accounting Dates and Vendor ID.
<b>Columns</b>	Business unit, voucher information, invoice, invoice and accounting dates, PO id, contract id, vendor, all chartfields, amount.

VT_EXPENDITURE_DETAIL_QUERY – AP Expenditure Detail	
<b>Purpose</b>	<p>Lists all transactions associated with vouchers posted during the date range selected: crediting accounts payable, debiting expense, crediting cash, and debiting accounts payable (if paid).</p> <p>This query is similar to VT_CASH_EXPENDITURE_DETAIL_QRY except that it reports all vouchers posted, even those not yet paid. This query also prompts for account, so all transactions (AP, cash, etc.) can be included/excluded based upon the account criteria selected.</p>
<b>Prompts</b>	GL and AP business units, fund, dept ID, account, and a range of accounting dates
<b>Columns</b>	GL and AP business units, all chartfields, vendor, accounting date, voucher id, invoice id, voucher and distribution line numbers, and amount

VT_AP_JRNL_VCHR_DETAIL – AP Journal Voucher Detail	
<b>Purpose</b>	Lists AP journal vouchers made within a range of voucher accounting dates. Includes user info/date when the journal voucher was entered and last updated.
<b>Prompts</b>	GL and AP business units, all chartfields, and a range of voucher accounting dates
<b>Columns</b>	GL and AP business units, voucher information, invoice information, voucher accounting date, vendor name, chartfields, amount, and journal information

VT_YYYY_PRIOR_YR_PAYABLES – Prior FY Payables Vouchers	
<b>Purpose</b>	This report is used in year-end CAFR reporting. A new version of this query is created each year and the YYYY is replaced with the current year.  It lists all vouchers with a PY prefix in the invoice number field (prior year payables).
<b>Prompts</b>	Business unit, all chartfields and a range of accounting dates. A % can be used for any of the chartfield values
<b>Columns</b>	BU, vendor id and name, voucher information, all chartfields, and monetary amount

### **Cash Basis Payables**

These queries give you AP voucher information based on the payment date.

VT_AP_CASH_EXPENDITURE_DST – AP Cash Expense Detail	
<b>Purpose</b>	Lists detailed accounts payable expenditures that have been paid within a date range. It includes only expenditure accounts.
<b>Prompts</b>	A range of payment dates, GL and AP business units and all chartfields. A % can be used for any of the chartfield values.
<b>Columns</b>	GL and AP Business units, all chartfields, paid amount, journal information, voucher information, payment information, and vendor.

VT_AP_CASH_VCHR_PO_CNTRCT_DTL - AP Cash Voucher Detail for PO-Contracts	
<b>Purpose</b>	Similar to VT_AP_VCHR_PO_CNTRCT_DTL query but this query lists paid vouchers only. Includes purchase order and contract information for those vouchers associated with a purchase order and/or contract. May also include non-expense transactions processed through the accounts payable module.
<b>Prompts</b>	Business unit, all chartfields, and a range of payment dates. A % can be used for any of the chartfield values.
<b>Columns</b>	Business unit, voucher information, invoice, invoice and accounting dates, po id, contract id, vendor, all chartfields, amount.

VT_AP_CASH_EXP_VCHR_DTL – AP Cash Expenditure Voucher Detail	
<b>Purpose</b>	Lists payment and journal details for a specific accounts payable voucher. Only paid vouchers will be reported with this query.
<b>Prompts</b>	AP business unit and voucher id
<b>Columns</b>	GL and AP business units, vendor, voucher, all chartfields, amount, journal information, and payment information

VT_AP_CASH_REVEXP_DST – AP Cash DST & DSE Detail	
<b>Purpose</b>	Lists payment and journal details for expense and revenue vouchers originating in the accounts payable module. Only paid vouchers will be reported with this query.
<b>Prompts</b>	A range of payment dates, AP and GL business units and all chartfields
<b>Columns</b>	GL and AP business units, all chartfields, amount, journal information, voucher, payment information, and vendor

VT_AP_PAYMENTS_BU_USER – AP Pymts with UserID/Date Info	
<b>Purpose</b>	Detailed accounts payable voucher and payment information including userid for voucher and vendor name and address on the payment.
<b>Prompts</b>	Range of payment dates, AP and GL business units, and all chartfields
<b>Columns</b>	Voucher id, vendor name and address used for payment, payment information, invoice id and date, userid who entered voucher, last userid to update voucher information, all chartfields, and journal information

VT_CASH_EXPENDITURE_DETAIL_QRY – AP Cash Payments	
<b>Purpose</b>	Lists all transactions associated with paid vouchers: crediting accounts payable, debiting expense, crediting cash, and debiting accounts payable.
<b>Prompts</b>	GL and AP business units, fund, dept ID, and a range of payment dates
<b>Columns</b>	GL and AP business units, all chartfields, vendor, payment date, voucher id, invoice id, amount, and transaction type

VT_PAYMENTS_FOR_AP_BU_VENDOR – Payments for BU and Vendor	
<b>Purpose</b>	Lists all payments made to a specific vendor from an AP business unit
<b>Prompts</b>	AP business unit, vendor id, and a range of payment dates
<b>Columns</b>	AP business unit, vendor, voucher, invoice, invoice gross amount, payment id and date, total payment amount and voucher paid amount

VT_PAYMENTS_FOR_AP_VENDOR – Payments for a Vendor-Multiple BU's	
<b>Purpose</b>	Lists all payments made to a vendor from one or more business units. Similar to VT_PAYMENTS_FOR_AP_BU_VENDOR except that it is not restricted to one business unit.
<b>Prompts</b>	AP business unit, vendor id, and a range of payment dates – allows % to query all business units
<b>Columns</b>	AP business unit, vendor, voucher, invoice, invoice gross amount, payment id and date, total payment amount and voucher paid amount

VT_PAYMENTS_FOR_GL_BU_VENDOR – Payments for GL BU and Vendor	
<b>Purpose</b>	Lists all payments to a vendor for a GL business unit. Similar to VT_PAYMENTS_FOR_AP_BU_VENDOR except that it also prompts for GL business unit in addition to AP business unit.
<b>Prompts</b>	GL and AP business unit, vendor set ID, vendor id, and a range of payment dates
<b>Columns</b>	AP business unit, vendor, voucher, invoice, invoice gross amount, payment id and date, total payment amount and voucher paid amount

<b>VT_PMTS_FOR_AP_VEND_DETAIL – Payments for BU and Vendor with Chartfield Detail</b>	
<b>Purpose</b>	Lists all payments to a vendor for a GL business unit. Similar to VT_PAYMENTS_FOR_GL_BU_VENDOR except that it also includes chartfield information.
<b>Prompts</b>	GL and AP business unit, a range of payment dates, and vendor id
<b>Columns</b>	AP business unit, vendor, voucher, invoice, invoice gross amount, payment id and date, total payment amount and voucher paid amount, all chartfields, monetary amount, and transaction type (expense or discount)

<b>VT_PMTS_AP_VEND_DETAIL_CF – Payments to a Vendor with Chartfield Detail</b>	
<b>Purpose</b>	Lists all payments to a vendor for an AP business unit with chartfields. Similar to VT_PAYMENTS_FOR_AP_BU_VENDOR except that it also prompts for and reports chartfield values.
<b>Prompts</b>	AP business unit, vendor id, a range of payment dates, and all chartfields
<b>Columns</b>	AP business unit, vendor, voucher, invoice, invoice gross amount, payment id and date, total payment amount, voucher paid amount, all chartfields, and monetary amount

<b>VT_AP_CASH_EXP_CANCEL_DST – AP Cash Expenditure Cancelled</b>	
<b>Purpose</b>	Lists accounts payable vouchers that have been Stopped, Voided or Deleted
<b>Prompts</b>	Business unit, all chartfields, and a range of journal dates. A % can be used for any of the chartfield values.
<b>Columns</b>	GL and AP business units, all chartfields, budget period, amount, journal information, voucher information, invoice information, vendor information, date cancelled, and date voucher closed

<b>VT_AP_CASH_EXP_DST_PAY_METHOD– AP cash exp detail-pay method</b>	
<b>Purpose</b>	Lists all payments and the payment method for vouchers for a given business unit and set of criteria.
<b>Prompts</b>	Range of payment dates, GL business unit, AP business unit, dept ID, fund, account, program, project/grant, class (chartfield prompts may use % for all)
<b>Columns</b>	GL business unit, AP business unit, dept ID, fund, account, account description, program, project, class, budget period, prorated payment amount, "APV", journal ID, line #, journal date, journal status, voucher, voucher line, voucher distribution line, sequence, invoice, invoice date, payment reference, payment date, vendor, vendor name, line description, payment method

<b>VT_AP_CASH_REV_REFUND_DST– AP rev ref cash basis detail</b>	
<b>Purpose</b>	Lists all payments that are a refund of revenue for a given business unit and set of criteria.
<b>Prompts</b>	Range of payment dates, GL business unit, AP business unit, dept ID, fund, account, program, project/grant, class
<b>Columns</b>	GL business unit, AP business unit, dept ID, fund, account, account description, program, project, class, budget period, prorated payment amount, "APV", journal ID, line #, journal date, journal status, voucher, voucher line, voucher distribution line, sequence, invoice, invoice date, payment reference, payment date, vendor, vendor name, description

## **Miscellaneous**

<b>VTAPQ001 - Vendor information from the vendor table</b>	
<b>Purpose</b>	Lists vendor information found in the vendor setup tables
<b>Prompts</b>	Set ID and Vendor ID
<b>Columns</b>	Vendor id, name1, name2, vendor status, vendor class, vendor persistence, address seq number, effective date, phone, payment method, hold payment, separate payment, payment handling, vendor type & description, vendor service type and primary switch

<b>VT_AP_BU_VENDOR_NAME_LIST - Listing of vendors used by AP Business Unit</b>	
<b>Purpose</b>	Lists vendors for which accounts payable vouchers have been created by an AP business unit within a date range
<b>Prompts</b>	AP Business unit and a range of accounting dates
<b>Columns</b>	AP business unit, vendor id and name

<b>VT_AP_VCHR_DTL_ORIGIN – AP Voucher Detail with Origin</b>	
<b>Purpose</b>	Lists AP vouchers posted and paid during the period. Includes purchase order information for those vouchers associated with a purchase order. May also include non-expense transactions processed through the accounts payable module. Similar to VT_AP_CASH_VCHR_PO_CNTRCT_DTL but does not include contract information and prompts for voucher accounting date rather than payment date.
<b>Prompts</b>	GL and AP business units, a range of accounting dates, and all chartfields. A % can be used for any of the chartfield values.
<b>Columns</b>	GL and AP business units, voucher, invoice information accounting and payment dates, po id, vendor, all chartfields, amount, and origin

<b>VT_AP_DIST_DTL – AP voucher details with OPERID</b>	
<b>Purpose</b>	Lists accounts payable voucher details for those vouchers processed by a given userid for a range of accounting dates
<b>Prompts</b>	GL and AP business units, a range of accounting dates, all chartfields, and userid. A % can be used for any of the chartfield values.
<b>Columns</b>	GL and AP business units, voucher information, entered date, accounting date, all chartfields, monetary amount and userid

<b>VT_AP_VCHR_INV_DT_STATUS – Vchrs by invoice dt range</b>	
<b>Purpose</b>	Lists voucher header and payment data for a given range of invoice dates
<b>Prompts</b>	GL and AP business units, invoice date range, and Vendor ID. A % can be used for the AP unit and vendor ID.
<b>Columns</b>	GL and AP business units, voucher id, invoice and invoice date, vendor id and name, accounting date, gross amount, due date, payment date, payment reference, paid amount, pay status, payment cancel post status, date cancelled, cancel action, cancel descr, voucher close status and date closed

<b>VT_BDA_USAGE – BDA# Usage on A/P Vouchers</b>	
<b>Purpose</b>	Lists vouchers generated by a business unit that are against a BDA. (i.e. They have an invoice number that begins with BDA.)
<b>Prompts</b>	Range of accounting dates, GL and AP business units, and a range of accounting dates
<b>Columns</b>	AP business unit, voucher id, vendor id, vendor state, accounting date, voucher line, BDA#, description and amount

<b>VT_ACCOUNT_EXP_PROJECT_DTL– Accr Exp Detail for Projects</b>	
<b>Purpose</b>	Lists transactions that use a project ID and provides vendor, journal and chartfield information
<b>Prompts</b>	Range of journal dates, GL business unit, dept ID, fund, account, program, project/grant, class (chartfields may use % for all)
<b>Columns</b>	GL business unit, dept ID, fund, account, account description, program, project, project description, class, amount, source, journal ID, line #, journal date, status, transaction reference/AP voucher, line, distribution line, vendor, vendor name

## Reports

### **Detailed (Summary) Payment History by Bank (APY2004)**

#### **Report Information**

##### **Purpose of the Report**

This report provides a register of the payments for a bank.

Using the Detail/Sum field on the Payment Control Report page, you can generate either a Detail, or a Summary version of this report.

##### **Type of Report**

Crystal



##### **Navigation (Path) to the Report**

Accounts Payable > Reports > Payments > Payment History by Bank

## Report Execution Procedure

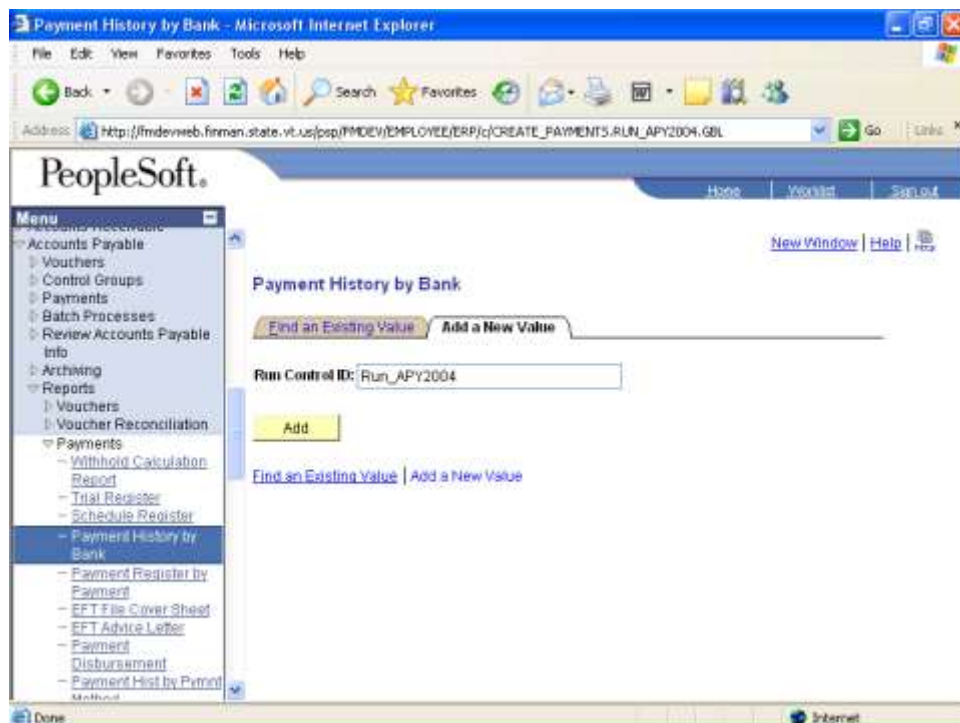
### Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run\_APY2004)

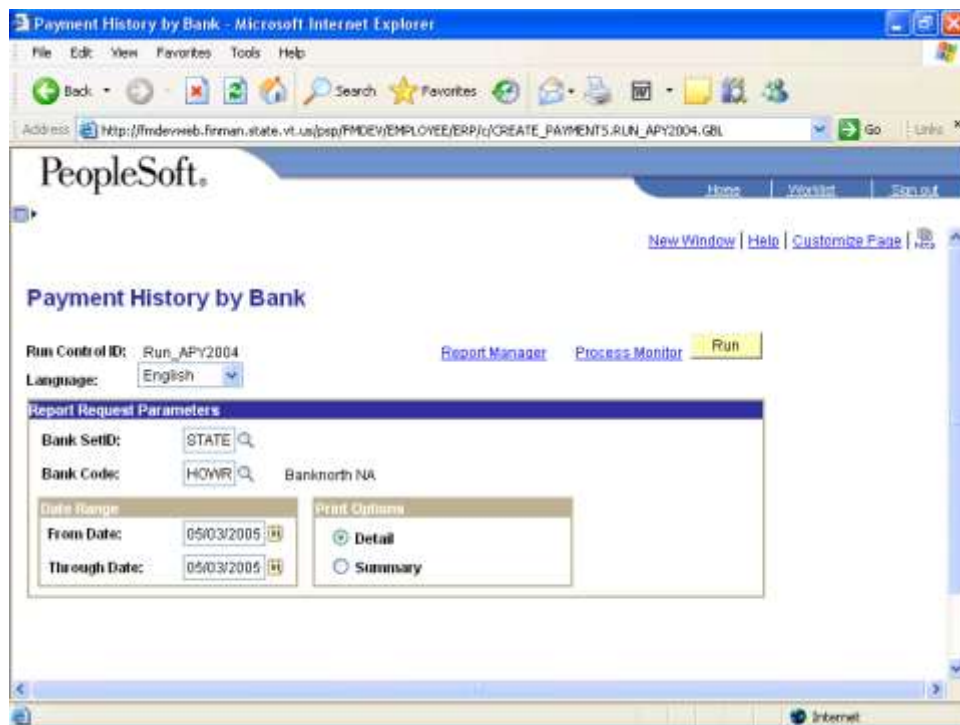
Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
Bank SetID	Enter Bank SetID or use lookup to select.	“STATE” is recommended. Leave field blank to select all Bank SetID’s.
Bank Code	Enter Bank Code or use lookup to select.	Leave field blank to select all Bank Codes.
From Date	Enter desired From Date or select from the pop-up calendar	<ul style="list-style-type: none"> <li>• to display one day - enter same date in both fields</li> <li>• to display a date range – enter beginning and end date</li> <li>• to display year to date – enter 07/01/YYYY and current date</li> </ul>
Through Date	Enter desired Through Date or select from the pop-up calendar	
Print Option	Select Detail or Summary	
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li> </ul>
In This Field/ <a href="#">Link</a>	Action	Notes
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.

Report Steps		see screenshot below
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">APY2004-#####.PDF</a>	Click this link for the PDF file	This opens the report.

## Run Control ID Page



## Report Request Parameters Page



## Process Scheduler Request Page

Payment History by Bank - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.RUN\_APY2004.GBL

PeopleSoft®

Home | Worklist | Sign out

New Window | Help | Customize Page

### Process Scheduler Request

User ID: JHARRIS Run Control ID: Run\_APY2004

Server Name: PSNTOR Run Date: 03/29/2006

Recurrence: Run Time: 8:42:27AM [Reset to Current Date/Time](#)

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment History by Bank	APY2004-	Crystal	Web	PDF	<a href="#">Distribution</a>

OK Cancel

Done Internet

## Process Monitor Page

Payment History by Bank - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.RUN\_APY2004.GBL

PeopleSoft®

Home | Worklist | Sign out

New Window | Help | Customize Page

### Process List

Server List

View Process Request For

User ID: JHARRIS Type: Last: 1 Hours: Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

#### Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490886		Crystal	APY2004-	JHARRIS	03/29/2006 8:42:27AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490872		Crystal	APY2001-	JHARRIS	03/29/2006 8:17:38AM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490886		Crystal	APY2001-	JHARRIS	03/29/2006 8:04:12AM PST	Success	Posted	<a href="#">Details</a>

Process Instance: 2490886

OK Cancel

Internet

## Process Detail Page

The screenshot shows the 'Process Detail' page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: [http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\\_PAYMENTS.RUN\\_APY2004.GBL](http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE_PAYMENTS.RUN_APY2004.GBL). The page title is 'Payment History by Bank - Microsoft Internet Explorer'. The PeopleSoft logo is at the top left, and navigation links for 'Home', 'Worklist', and 'Sign out' are at the top right. The main content area is titled 'Process Detail' and contains the following information:

- Process:**
  - Instance: 2490886
  - Type: Crystal
  - Name: APY2004-
  - Description: Payment History by Bank
  - Run Status: Success
  - Distribution Status: Posted
- Run:**
  - Run Control ID: Run\_APY2004
  - Location: Server
  - Server: PSNTCR
  - Recurrence:
- Update Process:**
  - ☐ Hold Request
  - ☐ Queue Request
  - ☐ Cancel Request
  - ☐ Delete Request
  - ☐ Restart Request
- Data/Time:**
  - Request Created On: 03/29/2006 8:42:48AM PST
  - Run Anytime After: 03/29/2006 8:42:27AM PST
  - Began Process At: 03/29/2006 8:43:17AM PST
  - Ended Process At: 03/29/2006 8:44:12AM PST
- Actions:**
  - [Parameters](#) Transfer
  - [Message Log](#)
  - [Batch Timings](#)
  - [View Log/Trace](#)

At the bottom of the page, there is a status bar showing 'Process Instance: 2490886' and an 'Internet' icon.

## View Log/Trace Page

The screenshot shows the 'View Log/Trace' page in a Microsoft Internet Explorer browser window. The browser's address bar displays the URL: [http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\\_PAYMENTS.RUN\\_APY2004.GBL](http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE_PAYMENTS.RUN_APY2004.GBL). The page title is 'Payment History by Bank - Microsoft Internet Explorer'. The PeopleSoft logo is at the top left, and navigation links for 'Home', 'Worklist', and 'Sign out' are at the top right. The main content area is titled 'View Log/Trace' and contains the following information:

- Report:**
  - Report ID: 4836
  - Process Instance: 2490886
  - Name: APY2004-
  - Process Type: Crystal
  - Run Status: Success
- Payment History by Bank:**
  - Distribution Details:
    - Distribution Node: FDMVEBCR
    - Expiration Date: 04/05/2008
- File List:**

Name	File Size (bytes)	Datetime Created
<a href="#">APY2004- 2490886.PDF</a>	649,172	03/29/2006 8:44:12.000000AM PST
<a href="#">Message Log</a>	0	03/29/2006 8:44:12.000000AM PST
<a href="#">PeopleSoft Trace File</a>	471	03/29/2006 8:44:12.000000AM PST
- Distribute To:**
  - Distribution ID Type
  - User: JHARRIS

At the bottom of the page, there is a status bar showing 'Process Instance: 2490886' and an 'Internet' icon.

## Example of Detail Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4836/APY2004\_2490886.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4836/APY2004\_2490886.PDF

70% It's easier with Reader 7.0

**PEOPLE** Report ID: APY086 President Accounts Payable  
DETAIL PAYMENT HISTORY BY BANK

Page No. 1  
Run Date 05/05/06  
Run Time 0:41:18 AM

Payment Date: May/03/2005

Bank Account: 0000000000 0000 0240112740

Payment Method: System Check

Payment Ref	Status	Handling	Bank To	Pay Cycle	Seq	Routing	Payment Amt	Document Sequence	Payment Date
0000000000	PAID	TA	VT/VT 020004367 Tax Department 100 State St Montpelier VT 05602-1401 United States	VENCON	1,029	Not Applicable	1,081.40 USD		May/03/2005
			ACH Ref: 0000000000	Direct Deposit	APY 020004367/0240112740		1,081.40 USD		
0000000000	PAID	TA	VT/VT 020004367 Tax Department 100 State St Montpelier VT 05602-1401 United States	VENCON	1,029	Not Applicable	816.77 USD		May/03/2005
			ACH Ref: 0000000000	Direct Deposit	APY 020004367/0240112740		816.77 USD		

11 x 8.5 in 1 of 271

Done Internet

## Example of Summary Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4836/APY2004\_2490888.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4836/APY2004\_2490888.PDF

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**PEOPLE** Report ID: APY086 President Accounts Payable  
SUMMARY PAYMENT HISTORY BY BANK

Page No. 1  
Run Date 05/05/06  
Run Time 0:40:14 AM

Payment Date: May/03/2005

Bank Account: 0000000000 0000 0240112740

Payment Method: System Check

Payment Ref	Status	Handling	Bank To	Pay Cycle	Seq	Routing	Payment Amt	Document Sequence	Payment Date
0000000000	PAID	TA	VT/VT 020004367 Tax Department 100 State St Montpelier VT 05602-1401 United States	VENCON	1,029	Not Applicable	1,081.40 USD		May/03/2005
0000000000	PAID	TA	VT/VT 020004367 Tax Department 100 State St Montpelier VT 05602-1401 United States	VENCON	1,029	Not Applicable	816.77 USD		May/03/2005
0000000000	PAID	TA	VT/VT 020004367 Tax Department 100 State St Montpelier VT 05602-1401 United States	VENCON	1,029	Not Applicable	22.18 USD		May/03/2005
0000000000	PAID	TA	VT/VT 020004367 Tax Department 100 State St Montpelier VT 05602-1401 United States	VENCON	1,029	Not Applicable	22.07 USD		May/03/2005

11 x 8.5 in 1 of 136

Done Internet

**Detailed (Summary) Payment History by Vendor (APY2000)**

**Report Information**

**Purpose of the Report**

This report provides a register of payments for a vendor.

Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report.

**Type of Report**

Crystal


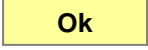
**Navigation (Path) to the Report**

Accounts Payable > Reports > Vendor > Payment History by Vendor

## Report Execution Procedure

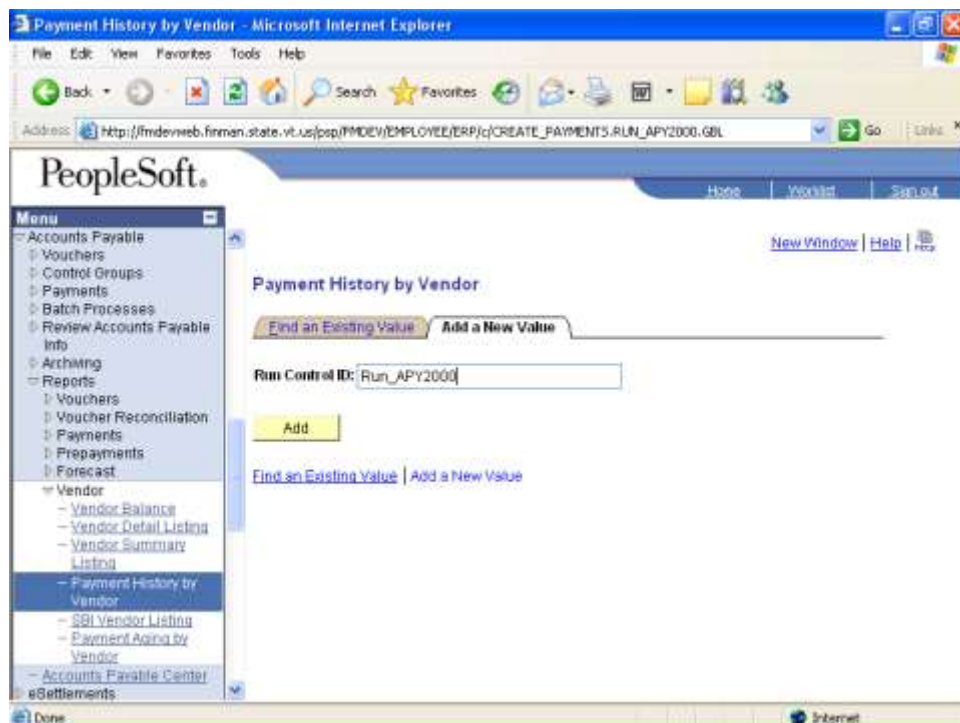
### Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run\_APY2000)

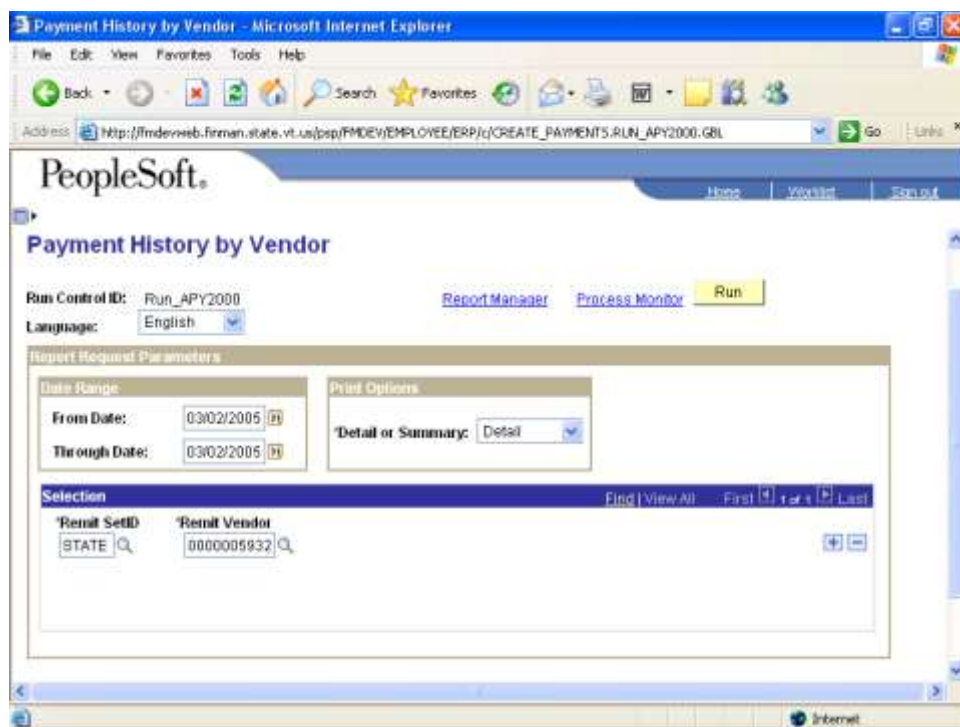
Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
From Date	Enter desired date or choose date from the pop-up calendar	<ul style="list-style-type: none"> <li>• to display one day - enter same date in both fields</li> <li>• to display a date range – enter beginning and end date</li> <li>• to display year to date – enter 07/01/YYYY and current date</li> </ul>
Through Date	Enter desired date or choose date from the pop-up calendar	
*Detail or Summary	Select desired type of results	<b>An entry in this field is required.</b>
*SetID	Enter SetID or use lookup to select.	<b>An entry in this field is required.</b> “STATE” is recommended
*Remit Vendor	Enter desired vendor ID or use lookup to select.	<b>An entry in this field is required.</b> To enter more than one Vendor, click the + to add another Vendor ID box.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">APY2000-#####.PDF</a>	Click this link for the PDF file	This opens the report.

## Run Control ID Page



## Report Request Parameters Page



## Process Scheduler Request Page

Payment History by Vendor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.RUN\_APY2000.GBL

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New Window | Help | Customize Page

### Process Scheduler Request

User ID: JHARRIS Run Control ID: Run\_APY2000

Server Name: PSNTOR Run Date: 03/28/2006

Recurrence: Run Time: 3:00:50PM [Reset to Current Date/Time](#)

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment History By Vendor	APY2000-	Crystal	Web	PDF	<a href="#">Distribution</a>

OK Cancel

Done Internet

## Process Monitor Page

Payment History by Vendor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\_PAYMENTS.RUN\_APY2000.GBL

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### Process List

Server List

View Process Request For

User ID: JHARRIS Type: Last: 1 Hours: Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

#### Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490809		Crystal	APY2000-	JHARRIS	03/28/2006 3:00:50PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490806		Crystal	APY1099I	JHARRIS	03/28/2006 2:42:38PM PST	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	2490800		Crystal	APY1099G	JHARRIS	03/28/2006 2:19:05PM PST	Success	Posted	<a href="#">Details</a>

Customize | Find | View All | First | 1-3 of 3 | Last

Process Instance: 2490809 Internet

## Process Detail Page

Payment History by Vendor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\\_PAYMENTS.RUN\\_APY2000.GBL](http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE_PAYMENTS.RUN_APY2000.GBL)

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### Process Detail

**Process**

Instance:	2490809	Type:	Crystal
Name:	APY2000-	Description:	Payment History By Vendor
Run Status:	Success	Distribution Status:	Posted

**Run** [Update Process](#)

Run Control ID: Run\_APY2000

Location: Server

Server: PSNTCR

Recurrence:

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Restart Request

**Date/Time** [Parameters](#) [Transfer](#)

Request Created On:	03/28/2006 3:01:28PM PST
Run Anytime After:	03/28/2006 3:00:50PM PST
Began Process At:	03/28/2006 3:01:56PM PST
Ended Process At:	03/28/2006 3:02:31PM PST

[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

Process Instance: 2490809

## View Log/Trace Page

Payment History by Vendor - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: [http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE\\_PAYMENTS.RUN\\_APY2000.GBL](http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/CREATE_PAYMENTS.RUN_APY2000.GBL)

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[New Window](#) [Help](#) [Customize Page](#) [Help](#)

### View Log/Trace

**Report**

Report ID:	4773	Process Instance:	2490809	<a href="#">Message Log</a>
Name:	APY2000-	Process Type:	Crystal	
Run Status:	Success			

Payment History By Vendor

**Distribution Details**

Distribution Node: FDMVEBCR Expiration Date: 04/04/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">APY2000- 2490809.PDF</a>	47,293	03/28/2006 3:02:21.000000PM PST
<a href="#">Message Log</a>	0	03/28/2006 3:02:21.000000PM PST
<a href="#">PeopleSoft Trace File</a>	469	03/28/2006 3:02:21.000000PM PST

**Distribute To**

Distribution ID Type	Distribution ID
User	JHARRIS

Process Instance: 2490809

## Example of Detail Report Output

http://fmdevweb.fimman.state.vt.us/psreports/FMDEV/4773/APY2000\_2490809.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Address http://fmdevweb.fimman.state.vt.us/psreports/FMDEV/4773/APY2000\_2490809.PDF

70% Try Acrobat for Free!

Report ID: APY2000

Period: Mar/20/2005 To: Mar/20/2005

Page No: 328-0000  
Run Date: 3/20/05 PM

Report Title: **DETAILED PAYMENT HISTORY BY VENDOR**

Period Vendor: STATE 0000000932

Payment Currency: USD

Bank Account: H00000 0000112700

Payment Ref	Date	Routing	Status	Vendor	Pay Code	Stat	Payment Amount	Document Required
000000010	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$24.21 USD	Mar/20/2005
000000011	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$97.45 USD	Mar/20/2005
000000012	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$5.80 USD	Mar/20/2005

11 x 8.5 in 1 of 3

Done Internet

## Example of Summary Report Output

http://fmdevweb.fimman.state.vt.us/psreports/FMDEV/4774/APY2000\_2490810.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Address http://fmdevweb.fimman.state.vt.us/psreports/FMDEV/4774/APY2000\_2490810.PDF

70% Launch Reader 7.0

Report ID: APY2000

Period: Mar/20/2005 To: Mar/20/2005

Page No: 328-0000  
Run Date: 3/20/05 PM

Report Title: **SUMMARY PAYMENT HISTORY BY VENDOR**

Period Vendor: STATE 0000000932

Payment Currency: USD

Bank Account: H00000 0000112700

Payment Ref	Date	Routing	Status	Vendor	Pay Code	Stat	Payment Amount	Document Required
000000010	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$24.21 USD	Mar/20/2005
000000011	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$97.45 USD	Mar/20/2005
000000012	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$5.80 USD	Mar/20/2005
000000013	Mar/20/2005	DP	PAID	Scire Cascade Office Products PO Box 382755 Hillsburg PA 17204-4755 United States	VENDOR	999	\$5.75 USD	Mar/20/2005

11 x 8.5 in 1 of 2

Done Internet

**List of Voucher Origins (APY0000)**

**Report Information**

**Purpose of the Report**

This report lists the voucher origin options by SetID.

**Type of Report**

Crystal


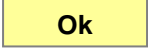
**Navigation (Path) to the Report**

Set Up Financial/Supply Chain > Product Related > Procurement Options > Reports > Voucher Origins

## Report Execution Procedure

### Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run\_APY0000)

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
SetID	Enter SetID or use lookup to select. Leave field blank to select all SetID's.	"STATE" is recommended
As of Date	Enter desired date	Pick the date you want to use as the effective date of the report.
	Click the "Run" button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select "PSNTCR"	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays "success" and the Distribution Status displays "posted".</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">APY0000-#####.PDF</a>	Click this link for the PDF file	This opens the report.

## Run Control ID Page

The screenshot shows the 'Voucher Origins' page in a Microsoft Internet Explorer browser. The address bar displays the URL: `http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/STRUCTURE_PROCLUREMENT_OPTIONS.RUN_APY0000`. The PeopleSoft logo is at the top left, with 'Home', 'Voucher', and 'Sign out' links at the top right. A left-hand menu lists various system areas, with 'Voucher Origins' selected. The main content area has a title 'Voucher Origins' and two tabs: 'Find an Existing Value' (active) and 'Add a New Value'. Below the tabs is a text input field labeled 'Run Control ID:' containing the value 'Run\_APY0000'. An 'Add' button is positioned below the field. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The browser's status bar at the bottom indicates 'Internet'.

## Report Request Parameters Page

The screenshot shows the 'Report Request Parameters' page in a Microsoft Internet Explorer browser. The address bar displays the same URL as the previous page. The PeopleSoft logo is at the top left, with 'Home', 'Voucher', and 'Sign out' links at the top right. A left-hand menu lists various system areas, with 'Voucher Origins' selected. The main content area has a title 'Voucher Origins' and three tabs: 'Report Manager' (active), 'Process Monitor', and 'Run'. Below the tabs, the 'Run Control ID:' field contains 'Run\_APY0000' and the 'Language:' dropdown is set to 'English'. A 'Run' button is located to the right of these fields. Below this is a section titled 'Report Request Parameters' with a dark blue header. Inside this section, the 'SetID:' field contains 'STATE' and the 'As of Date:' field contains '06/30/2005'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's status bar at the bottom indicates 'Internet'.

## Process Scheduler Request Page

Voucher Origins - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/STRUCTURE\_PROCLUREMENT\_OPTIONS.RUN\_APY0000

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New Window | Help | Customize Page

### Process Scheduler Request

User ID: JHARRIS Run Control ID: Run\_APY0000

Server Name: PSNTOR Run Date: 03/28/2006  
Recurrence: Run Time: 11:35:25AM  
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	List of Origins	APY0000-	Crystal	Web	PDF	Distribution

OK Cancel

## Process Monitor Page

Voucher Origins - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/STRUCTURE\_PROCLUREMENT\_OPTIONS.RUN\_APY0000

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New Window | Help | Customize Page

### Process Monitor

Process List Server List

View Process Request For

User ID: JHARRIS Type: Last: 10 Minutes Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490739		Crystal	APY0000-	JHARRIS	03/28/2006 11:35:25AM PST	Success	Posted	Details

Go back to Voucher Origins

Process Instance: 2490739

## Process Detail Page

Voucher Origins - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/STRUCTURE\_PROCUREMENT\_OPTIONS.RUN\_APY0000... Go Links

PeopleSoft® Home Viewlist Sign out

### Process Detail

**PROCESS**

Instance:	2490739	Type:	Crystal
Name:	APY0000-	Description:	List of Origins
Run Status:	Success	Distribution Status:	Posted

**Run** Update Process

Run Control ID: Run\_APY0000

Location: Server

Server: PSNTCR

Recurrence:

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Restart Request

**Date/Time** **Actions**

Request Created On:	03/28/2006 11:36:02AM PST	<a href="#">Parameters</a>	Transfer
Run Anytime After:	03/28/2006 11:35:25AM PST	<a href="#">Message Log</a>	
Began Process At:	03/28/2006 11:36:24AM PST	<a href="#">Batch Timings</a>	
Ended Process At:	03/28/2006 11:36:39AM PST	<a href="#">View Log/Trace</a>	

Process Instance: 2490739 Internet

## View Log/Trace Page

Voucher Origins - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fmdevweb.firmen.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/STRUCTURE\_PROCUREMENT\_OPTIONS.RUN\_APY0000... Go Links

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### View Log/Trace

**Report**

Report ID:	4693	Process Instance:	2490739	<a href="#">Message Log</a>
Name:	APY0000-	Process Type:	Crystal	
Run Status:	Success			

List of Origins

**Distribution Details**

Distribution Node: FDMVEBCR Expiration Date: 04/04/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">APY0000- 2490739 PDF</a>	40,120	03/28/2006 11:36:39.000000AM PST
<a href="#">Message Log</a>	0	03/28/2006 11:36:39.000000AM PST
<a href="#">PeopleSoft Trace File</a>	471	03/28/2006 11:36:39.000000AM PST

**Distribute To**

Distribution ID Type	Distribution ID
User	JHARRIS

Process Instance: 2490739 Internet

## Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4693/APY0000-\_2490739.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail News RSS Feeds

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4693/APY0000-\_2490739.PDF Go Links

72% Select Text

Need to create PDF documents?

**PEOPLE SOFT** Report ID: APY0000 PeopleSoft Accounts Payable LIST OF VOUCHER ORIGINS Page No. 1  
Run Date 5/28/2009  
Run Time 11:34:28 AM

Set ID: STATE Default state setID  
As Of Date: Jun/30/2006

Origin: INT AP Interfaces  
Effective Date: Jan/01/1900 Active

Voucher Defaults	
Post Option:	Yes
Group Post Option:	1
Voucher Balance Option:	Recycle Unbalanced Vouchers
Charfield Edit Option:	Recycle
Accounting Entry Template:	None specified

Accounting Control	
Accounting Date Indicator:	Business Unit Default

Default Payment Options	
Payment Terms:	None specified
Payment Handling Code:	None specified
Bank Code:	None specified
Bank Account:	None specified
Currency Code:	None specified
Currency Rate Type:	None specified

Duplicate Invoice Processing Options	
Duplicate Invoice Indicator:	Specify at this Level
Use Invoice Date:	Yes
Use Vendor Number:	Yes
Use Gross Amount:	Yes
Use Business Unit:	No

11 x 8.5 in 1 of 2

Done Internet

## **Match Exception (APY1090)**

### **Introduction**

#### **Purpose of the Report**

This report lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. For each Buyer Name, the report lists Voucher Data (Unit, Voucher, Line Vchr Qty, Vchr Price, Vchr Amt); Purchase Order Data (Unit, PO ID, Line, Sched, PO Qty, PO Price, PO Amt); Receiver Data (Unit, Recv ID, Line, Seq); and Match Error information (Match Control ID, Match Rule).

This report is used to investigate reasons why a voucher is not being paid.

#### **Type of Report**

Crystal Report

#### **Navigation Path to the Report**

Accounts Payable > Reports > Vouchers > Match Exceptions

## Report Request Parameters

### General Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Match\_Ex)
- An asterisk \* preceding the field name indicates input is required

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
<b>Include Rejected Vouchers:</b>	Check if you want rejected vouchers included	
<b>Run</b>	push the run control button	Process Scheduler Request page loads. Matching exception report should be selected
<b>Server Name</b>	Select "PSNTCR"	This is the server for Crystal reports
<b>Ok</b>	Push the ok button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	push the Process Monitor link	<ul style="list-style-type: none"> <li>• to view the processing status of the report</li> <li>• click refresh until the run status displays success and the distribution status is posted, click on the Details link</li> </ul>
<a href="#">Details</a>	Click the Details Link	Opens the Process Detail page
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log Trace page
<a href="#">APY1090- #####.PDF</a>	Click the link for the PDF file	This opens the report

## Report Request Parameters Page

The screenshot shows a Microsoft Internet Explorer window titled "Match Exceptions". The address bar displays the URL: [http://fmrdrweb1.finnon.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/ENTER\\_VOUCHER\\_INFORMATION.RUN\\_APY1090.GBL](http://fmrdrweb1.finnon.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.RUN_APY1090.GBL). The page header includes the PeopleSoft logo and navigation links: Home, Voucher, Add to Favorites, Sign out, New Window, Help, and Customize Page. The main content area is titled "Match Exceptions" and contains the following elements:

- Run Control ID:** A text field containing the value "a".
- Language:** A dropdown menu set to "English".
- Report Request Parameters:** A section with a checkbox labeled "Include Rejected Vouchers" which is checked.
- Buttons:** "Report Manager", "Process Monitor", and "Run".

## Process Scheduler Request Page

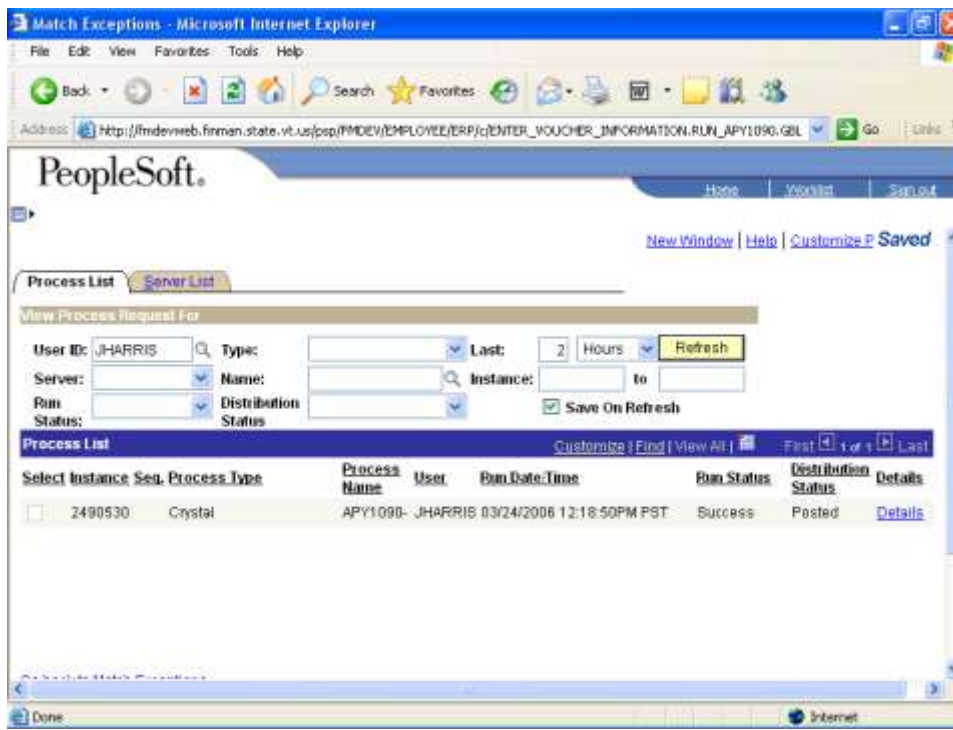
The screenshot shows a Microsoft Internet Explorer window titled "Match Exceptions". The address bar displays the URL: [http://fmrdrweb1.finnon.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/ENTER\\_VOUCHER\\_INFORMATION.RUN\\_APY1090.GBL](http://fmrdrweb1.finnon.state.vt.us/psp/FMTST/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.RUN_APY1090.GBL). The page header includes the PeopleSoft logo and navigation links: Home, Voucher, Add to Favorites, Sign out, New Window, Help, and Customize Page. The main content area is titled "Process Scheduler Request" and contains the following elements:

- User ID:** A text field containing the value "JHARRIS".
- Run Control ID:** A text field containing the value "a".
- Server Name:** A dropdown menu set to "PSMTCR".
- Run Date:** A date field set to "02/21/2006".
- Recurrence:** A dropdown menu.
- Run Time:** A time field set to "11:43:50AM".
- Time Zone:** A text field.
- Buttons:** "Reset to Current DateTime".
- Process List:** A table with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution.

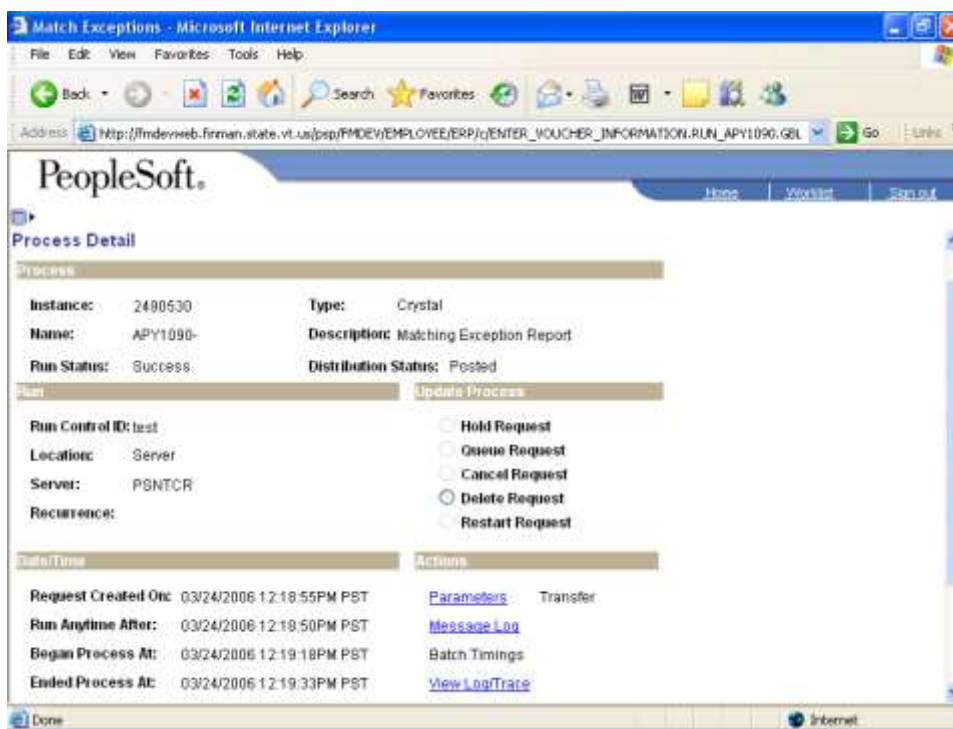
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Matching Exception Report	APY1090-	Crystal	Web	PDF	Distribution

At the bottom of the form are "OK" and "Cancel" buttons.

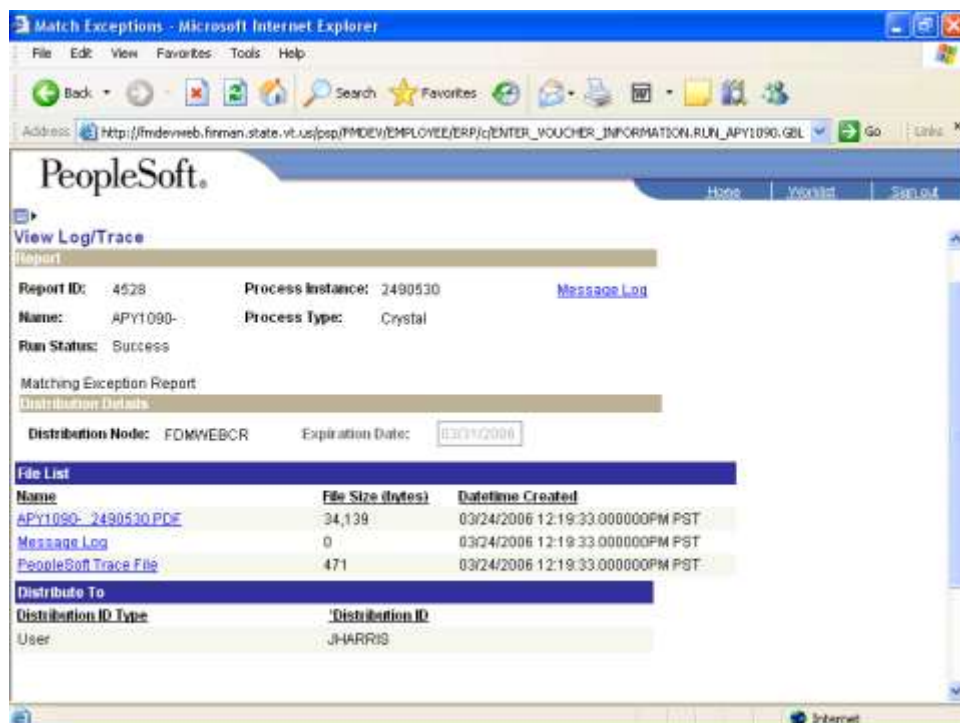
## Process Monitor Page



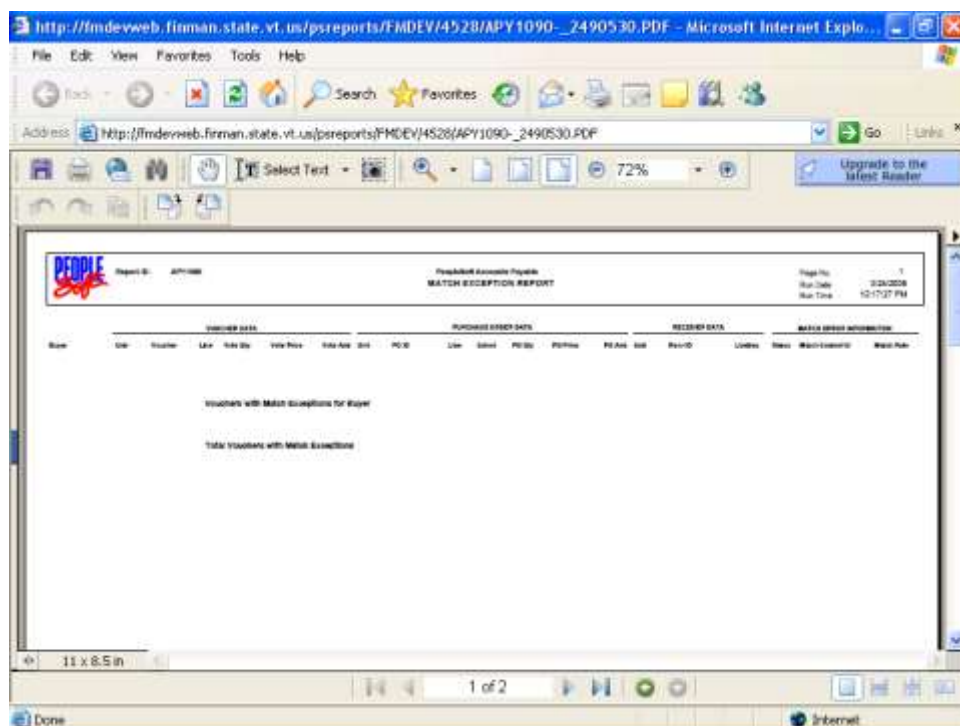
## Process Detail page

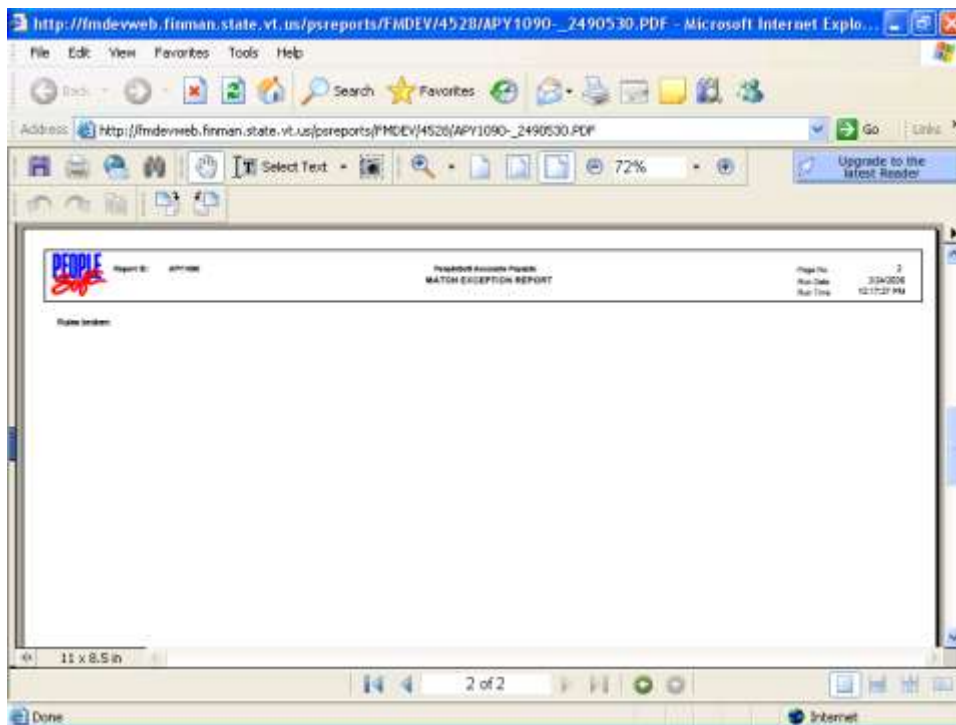


## View Log/Trace Page



## Example of Report Output





**Outstanding Balance by Vendor (APY3020)**

**Report Information**

**Purpose of the Report**

This report lists the gross amount of all the outstanding vouchers for the specified vendor.

**Type of Report**

Crystal

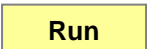
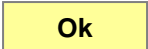
**Navigation (Path) to the Report**

Accounts Payable > Reports > Vendor > Vendor Balance

## Report Execution Procedure

### Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run\_APY3020)

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
SetID	Enter SetID or use lookup to select.	“STATE” is recommended. Leave field blank to select all SetID’s.
Vendor ID	Enter Vendor ID or use lookup to select.	Leave field blank to select all Vendor ID’s.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"> <li>• To view the processing status of the report.</li> <li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">APY3020-#####.PDF</a>	Click this link for the PDF file	This opens the report.

## Run Control ID Page

Vendor Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL

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Menu

- Accounts Payable
  - Vouchers
  - Control Groups
  - Payments
  - Batch Processes
  - Review Accounts Payable Info
  - Archiving
  - Reports
    - Vouchers
    - Voucher Reconciliation
    - Payments
    - Prepayments
    - Forecast
  - Vendor
    - Vendor Balance
    - Vendor Detail Listing
    - Vendor Summary Listing
    - Payment History by Vendor
    - SQL Vendor Listing
    - Payment Aging by Vendor
  - Accounts Payable Center
  - Settlements

Vendor Balance

Find an Existing Value Add a New Value

Run Control ID: Run\_APY3020

Add

Find an Existing Value Add a New Value

Internet

## Report Request Parameters Page

Vendor Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL

PeopleSoft®

Home Vendor Sign out

Outstanding Balance by Vendor

Run Control ID: Run\_APY3020 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Vendor SetID: STATE

Vendor ID: 0000005932

Save Notify Add Unload/Close

Internet

## Process Scheduler Request Page

Vendor Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdvweb.firmen.state.vt.us/psp/fmdv/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL

PeopleSoft®

Home | Worklist | Sign out

New Window | Help | Customize Page

### Process Scheduler Request

User ID: JHARRIS Run Control ID: Run\_APY3020

Server Name: PSNTOR Run Date: 03/29/2006  
Recurrence: Run Time: 2:17:33PM  
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Outstanding Balance by Vendor	APY3020-	Crystal	Web	PDF	Distribution

OK Cancel

## Process Monitor Page

Vendor Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdvweb.firmen.state.vt.us/psp/fmdv/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL

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Home | Worklist | Sign out

New Window | Help | Customize Page

### Process List

View Process Request For

User ID: JHARRIS Type: Last: 15 Minutes Refresh  
Server: Name: Instance: to  
Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490944		Crystal	APY3020-	JHARRIS	03/29/2006 2:17:33PM PST	Success	Posted	Details

Process Instance: 2490944

## Process Detail Page

Vendor Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL Go Links

PeopleSoft® Home Worklist Sign out

### Process Detail

**Process**

Instance:	2490944	Type:	Crystal
Name:	APY3020-	Description:	Outstanding Balance by Vendor
Run Status:	Success	Distribution Status:	Posted

**Run** **Update Process**

Run Control ID: Run\_APY3020

Location: Server

Server: PSNTCR

Recurrence:

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Restart Request

**Date/Time** **Actions**

Request Created On:	03/29/2006 2:18:26PM PST	<a href="#">Parameters</a>	Transfer
Run Anytime After:	03/29/2006 2:17:33PM PST	<a href="#">Message Log</a>	
Began Process At:	03/29/2006 2:19:06PM PST	<a href="#">Batch Timings</a>	
Ended Process At:	03/29/2006 2:20:24PM PST	<a href="#">View Log/Trace</a>	

Process Instance: 2490944 Internet

## View Log/Trace Page

Vendor Balance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/REVIEW\_VENDOR\_INFORMATION.RUN\_APY3020.GBL Go Links

PeopleSoft® Home Worklist Sign out

[New Window](#) [Help](#) [Customize Page](#)

### View Log/Trace

**Report**

Report ID:	4893	Process Instance:	2490944	<a href="#">Message Log</a>
Name:	APY3020-	Process Type:	Crystal	
Run Status:	Success			

Outstanding Balance by Vendor

**Distribution Details**

Distribution Node: FDMVEBCR Expiration Date: 04/05/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">APY3020- 2490944 PDF</a>	74,839	03/29/2006 2:20:24.000000PM PST
<a href="#">Message Log</a>	0	03/29/2006 2:20:24.000000PM PST
<a href="#">PeopleSoft Trace File</a>	471	03/29/2006 2:20:24.000000PM PST

**Distribute To**

Distribution ID Type	Distribution ID
User	JHARRIS

Process Instance: 2490944 Internet

## Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4893/APY3020-\_2490944.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4893/APY3020-\_2490944.PDF Go Links

72% Select Text Launch faster with Reader 7.0

**PEOPLE** Report ID: APY3020 PeopleSoft Accounts Payable  
OUTSTANDING BALANCE BY VENDOR Page No. 1  
Run Date 3/28/2008  
Run Time 2:17:08 PM

Vendor: STATE 0000006932 Boise Cascade Office Products

Currency: USD  
Business Unit: 01108 DII Telecommunications

Voucher	Invoice	Invoice Date	Status	Terms	Scheduled Date	Due Date	Discount Date	Discount Amount	Gross Amount
00000813	PY943016/DIIS	Jul/01/2005	A	Net 20	Jul/22/2005	Jul/21/2005		0.00USD	-41.84 USD
Remit Vendor									
0000006932	Boise Cascade Office Products		STATE	HOWR	0005	CHK	N	N	
Total for Voucher ID 00000813								0.00 USD	-41.84 USD
Total for Business Unit 01108 DII Telecommunications								0.00 USD	-41.84 USD

11 x 8.5 in 1 of 8 Done Internet

## **Posted Voucher Listing (APY1020)**

### **Report Information**

#### **Purpose of the Report**

This report lists all posted vouchers for a given business unit and date range.

For each Voucher ID, the report lists Document Type, Document Date, Document Sequence, Ledger, Accounting Date, Application Journal, Dist Type, Vchr Line, Dist Line, GL Unit, Account, Dept, Product, Project, Debit Amount, Credit Amount, Currency Code, and Unpost Seq#.

#### **Type of Report**

Crystal



#### **Navigation (Path) to the Report**

Accounts Payable > Reports > Vouchers > Posted Voucher Listing

## Report Execution Procedure

### Run Control Notes:

- Select an existing Run Control ID or add a new one.
- For Reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Run\_APY1020)

Report Steps		see screenshot below
In This Field/ <a href="#">Link</a>	Action	Notes
Business Unit	Enter Business Unit or use lookup to select.	Leave field blank to select all Business Units's.
From Date	Enter From Date or use pop-up calendar to select date	<ul style="list-style-type: none"> <li>• to display one day - enter same date in both fields</li> <li>• to display a date range – enter beginning and end date</li> <li>• to display year to date – enter 07/01/YYYY and current date</li> </ul>
Through Date	Enter Through Date or use pop-up calendar to select date	
*Vendor Select	Choose desired selection	<b>User must select a choice.</b> If “Specify Vendor(s)” is selected the “Vendor ID” box can be selected. If more than one vendor is required click the + button to open up a new “Vendor ID” box.
	Click the “Run” button	Process Scheduler page loads. List of Origins report should be selected.
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
Type	Choose desired value	Web is recommended, but you may also choose to have report printed, emailed, or saved to file.
Format	Choose desired value	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
In This Field/ <a href="#">Link</a>	Action	Notes

Report Steps		see screenshot below
<a href="#">Process Monitor</a>	Click the Process Monitor link	<ul style="list-style-type: none"><li>• To view the processing status of the report.</li><li>• Click refresh until the Run Status displays “success” and the Distribution Status displays “posted”.</li></ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page.
<a href="#">APY1020-#####.PDF</a>	Click this link for the PDF file	This opens the report.

## Run Control ID Page

Posted Voucher Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdwebb.finnman.state.vt.us/psp/fmddev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1020.GBL? Go Links

PeopleSoft® Home Viewlist Sign out

Menu

- Accounts Receivable
- Accounts Payable
  - Vouchers
  - Control Groups
  - Payments
  - Batch Processes
  - Review Accounts Payable Info
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      - Voucher Register
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      - Posted Voucher Listing
      - Registered Voucher Listing
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      - Self Billed Invoices Review
      - Unapportioned SBIs by Vendor
      - Match Exceptions
      - Voucher Activity
      - Voucher Listing by

Posted Voucher Listing

Find an Existing Value Add a New Value

Run Control ID: Run\_APY1020

Add

Find an Existing Value Add a New Value

## Report Request Parameters Page

Posted Voucher Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdwebb.finnman.state.vt.us/psp/fmddev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1020.GBL? Go Links

PeopleSoft® Home Viewlist Sign out

Posted Voucher Listing

Run Control ID: Run\_APY1020 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Business Unit: 01105 Information & Innovation

From Date: 08/01/2004

Through Date: 08/08/2004

Vendor Select: Select All Vendors

Selection Customize | Fine | View All | First | 1 of 1 | Last

Vendor ID	Name
-----------	------

Save Notify Add Update/Display

## Process Scheduler Request Page

Posted Voucher Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1020.GBL

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Home | Worklist | Sign out

New Window | Help | Customize Page

### Process Scheduler Request

User ID: JHARRIS Run Control ID: Run\_APY1020

Server Name: PSNTOR Run Date: 03/28/2006  
Recurrence: Run Time: 1:19:35PM  
Time Zone: Reset to Current Date/Time

#### Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Posted Voucher Listing	APY1020-	Crystal	Web	PDF	Distribution

OK Cancel

## Process Monitor Page

Posted Voucher Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdevweb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1020.GBL

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Home | Worklist | Sign out

New Window | Help | Customize Page

### Process List

Server List

View Process Request For

User ID: JHARRIS Type: Last: 1 Hours Refresh  
Server: Name: Instance: to  
Run Status: Distribution Status Save On Refresh

#### Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490791		Crystal	APY1020-	JHARRIS	03/28/2006 1:19:35PM PST	Success	Posted	Details

Process Instance: 2490791

## Process Detail Page

Posted Voucher Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdveeb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1020.GBL

PeopleSoft®

Home | Worklist | Sign out

### Process Detail

Process

Instance:	2490791	Type:	Crystal
Name:	APY1020-	Description:	Posted Voucher Listing
Run Status:	Success	Distribution Status:	Posted

Run [Update Process](#)

Run Control ID: Run\_APY1020

Location: Server

Server: PSNTCR

Recurrence:

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☐ Delete Request  
☐ Restart Request

Date/Time	Actions
Request Created On: 03/28/2006 1:19:52PM PST	<a href="#">Parameters</a> Transfer
Run Anytime After: 03/28/2006 1:19:35PM PST	<a href="#">Message Log</a>
Began Process At: 03/28/2006 1:20:18PM PST	Batch Timings
Ended Process At: 03/28/2006 1:20:55PM PST	<a href="#">View Log/Trace</a>

Process Instance: 2490791

## View Log/Trace Page

Posted Voucher Listing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://fmdveeb.finnman.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1020.GBL

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Home | Worklist | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

### View Log/Trace

Report

Report ID:	4756	Process Instance:	2490791	<a href="#">Message Log</a>
Name:	APY1020-	Process Type:	Crystal	
Run Status:	Success			

Posted Voucher Listing

Distribution Details

Distribution Node: FDMVEBCR Expiration Date: 04/04/2008

Name	File Size (bytes)	Datetime Created
<a href="#">APY1020- 2490791 PDF</a>	66,634	03/28/2006 1:20:55.000000PM PST
<a href="#">Message Log</a>	0	03/28/2006 1:20:55.000000PM PST
<a href="#">PeopleSoft Trace File</a>	471	03/28/2006 1:20:55.000000PM PST

Distribute To

Distribution ID Type	Distribution ID
User	JHARRIS

Process Instance: 2490791

## Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4756/APY1020-\_2490791.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4756/APY1020-\_2490791.PDF Go Links

72% Select Text Launch faster with Reader 7.0

**PEOPLE Soft** Report ID: APY1020 PeopleSoft Accounts Payable  
POSTED VOUCHER LISTING Page No. 1  
Run Date 3/28/2006  
Run Time 1:18:20 PM

Business Unit: 01105  
For the period: 8/1/2004 through 8/8/2004

Vendor ID: 0000000282 Symquest Group Inc

Voucher ID: 00000874 Invoice Date: 30.Jun.2004 Document Type: Document Date: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
Operating Unit	Fund Code	Dept	Class	Budget Ref	Program	Product	Project	Project	Project	Project	Project	Project	Project
ACTUALS	Aug/08/2004	ACCRUAL	AP00468573	APA	1	01105	200001				90.00	USD	0
	58100	1105500050											
ACTUALS			AP00468573	DST	1	01105	513000			50.00		USD	0
	58100	1105500050											
Voucher 00000874 total : USD										90.00	90.00		

Vendor ID: 0000001708 Leahy Press Inc

Voucher ID: 00000873 Invoice Date: 30.Jun.2004 Document Type: Document Date: Document Sequence:

Ledger	Accounting Date	Application Journal	Journal ID	Dist Type	Vchr Line	Dist Line	GL Unit	Account	Alt Account	Debit Amount	Credit Amount	Currency Code	Unpost Seq #
--------	-----------------	---------------------	------------	-----------	-----------	-----------	---------	---------	-------------	--------------	---------------	---------------	--------------

11 x 8.5 in 1 of 11 Done Internet

## **Voucher Register (APY1010)**

### **Report Information**

#### **Purpose of the Report**

This report presents a detail listing, by voucher, for all vouchers created by accounting date.

#### **Type of Report**

Crystal



#### **Navigation Path to the Report**

Accounts Payable>Reports>Vouchers>Voucher Register

## Report Execution Procedure

### General Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Voucher\_Register)
- An asterisk \* preceding the field name indicates input is required

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
<b>Business Unit:</b>	enter agency Business Unit or use the lookup to select	must enter agency business unit
<b>From Date:</b>	enter date or use the lookup to select	enter begin date of report period.
<b>Thru Date:</b>	enter date or use the lookup to select	enter end date of report period.
<b>Print Options:</b>	click on check box(s)	click either or both
	click the run control button	Process Scheduler Request page loads. Voucher Register Report should be selected
<b>Server Name</b>	Select "PSNTCR"	This is the server of Crystal Reports
	Click the "Ok" button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	push the Process Monitor button	<ul style="list-style-type: none"> <li>• to view the processing status of the report</li> <li>• Click refresh until the run status displays success and the distribution status posted</li> </ul>
<a href="#">Details</a>	Click the Details link	Opens the Process Detail page
<a href="#">View Log/Trace</a>	Click the View Log/Trace link	Opens the View Log/Trace page
<a href="#">APY1010- #####.PDF</a>	Click the link for the PDF file	This opens the report

## Example of Run Control ID page

Voucher Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.firmen.state.vt.us/pspp/PMDEV/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1010.GBL Go Links

PeopleSoft® Home Viewlist Add to Favorites Sign out

New Window Help

**Voucher Register**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Run Control ID: begins with Voucher\_Register

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

## Example of Report Request Parameters Page

Voucher Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fmdevweb.firmen.state.vt.us/pspp/PMDEV/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1010.GBL Go Links

PeopleSoft® Home Viewlist Sign out

New Window Help Customize Page

**Voucher Register**

Run Control ID: Voucher\_Register Report Manager Process Monitor Run

Language: English

**Report Request Parameters**

Business Unit: 01115

Date Range

From Date: 08/01/2004

Through Date: 08/31/2004

Print Options

☒ Print Voucher Line

☒ Print Distribution Line

Process Instance: 2490550

## Example of Process Scheduler Request Page

Voucher Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://fmdevweb.finnman.state.vt.us/csp/fmdev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1010.GBL Go Links

PeopleSoft

Home Worklist Sign out

New Window Help Customize Page Saved

Process Scheduler Request

User ID: JHARRIS Run Control ID: Voucher\_Register

Server Name: P8N1CR Run Date: 03/27/2006

Recurrence: Run Time: 9:24:33AM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Voucher Register	APY1010-	Crystal	Web	PDF	Distribution

OK Cancel

Process Instance: 2490550 Internet

## Example of Process Monitor Page

Voucher Register - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address http://fmdevweb.finnman.state.vt.us/csp/fmdev/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.RUN\_APY1010.GBL Go Links

PeopleSoft

Home Worklist Sign out

New Window Help Customize Page Help

Process List

View Process Request For

User ID: JHARRIS Type: Last: 1 Hours Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2490551		Crystal	APY1010-	JHARRIS	03/27/2006 9:24:33AM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	2490550		Crystal	APY1010-	JHARRIS	03/27/2006 9:16:44AM PST	Success	Posted	Details
<input checked="" type="checkbox"/>	2490547		Crystal	APY2000-	JHARRIS	03/27/2006 8:40:10AM PST	Success	Posted	Details

OK Cancel

Process Instance: 2490551 Internet

## Example of Process Detail Page

The screenshot shows the 'Process Detail' page for the 'Voucher Register' process. The browser window title is 'Voucher Register - Microsoft Internet Explorer'. The address bar shows the URL: [http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER\\_VOUCHER\\_INFORMATION.RUN\\_APY1010.GBL](http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.RUN_APY1010.GBL). The PeopleSoft logo is at the top left, and navigation links for 'Home', 'Worklist', and 'Sign out' are at the top right. The page title is 'Process Detail'. Below it, the 'Process' section displays: Instance: 2490551, Type: Crystal, Name: APY1010, Description: Voucher Register, Run Status: Success, and Distribution Status: Posted. The 'Run' section shows Run Control ID: Voucher\_Register, Location: Server, Server: PSNTCR, and Recurrence: (empty). To the right of the 'Run' section are radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. The 'Dates/Time' section shows: Request Created On: 03/27/2006 9:24:49AM PST, Run Anytime After: 03/27/2006 9:24:33AM PST, Began Process At: 03/27/2006 9:25:12AM PST, and Ended Process At: 03/27/2006 9:25:21AM PST. To the right of these dates are links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'. The status bar at the bottom indicates 'Process Instance: 2490551'.

Process	
Instance:	2490551
Type:	Crystal
Name:	APY1010
Description:	Voucher Register
Run Status:	Success
Distribution Status:	Posted

Run	
Run Control ID:	Voucher_Register
Location:	Server
Server:	PSNTCR
Recurrence:	

Dates/Time	
Request Created On:	03/27/2006 9:24:49AM PST
Run Anytime After:	03/27/2006 9:24:33AM PST
Began Process At:	03/27/2006 9:25:12AM PST
Ended Process At:	03/27/2006 9:25:21AM PST

## Example of View Log/Trace page

The screenshot shows the 'View Log/Trace' page for the 'Voucher Register' process. The browser window title is 'Voucher Register - Microsoft Internet Explorer'. The address bar shows the URL: [http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER\\_VOUCHER\\_INFORMATION.RUN\\_APY1010.GBL](http://fmdevweb.finnan.state.vt.us/psp/fmdev/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.RUN_APY1010.GBL). The PeopleSoft logo is at the top left, and navigation links for 'Home', 'Worklist', and 'Sign out' are at the top right. The page title is 'View Log/Trace'. Below it, the 'Report' section displays: Report ID: 4542, Process Instance: 2490551, Name: APY1010, Process Type: Crystal, and Run Status: Success. A 'Message Log' link is next to the Process Instance. The 'Voucher Register' section shows 'Distribution Details' with Distribution Node: FDMWEBCR and Expiration Dates: 04/03/2006. The 'File List' section is a table with columns 'Name', 'File Size (bytes)', and 'Datetime Created'. It lists three files: 'APY1010\_2490551.PDF' (144,035 bytes, 03/27/2006 9:25:21.000000AM PST), 'Message Log' (0 bytes, 03/27/2006 9:25:21.000000AM PST), and 'PeopleSoft Trace File' (469 bytes, 03/27/2006 9:25:21.000000AM PST). The 'Distribute To' section shows Distribution ID Type: User and Distribution ID: JHARRIS. The status bar at the bottom indicates 'Process Instance: 2490551'.

Report	
Report ID:	4542
Process Instance:	2490551
Name:	APY1010
Process Type:	Crystal
Run Status:	Success

Voucher Register

Distribution Details	
Distribution Node:	FDMWEBCR
Expiration Dates:	04/03/2006

File List		
Name	File Size (bytes)	Datetime Created
APY1010_2490551.PDF	144,035	03/27/2006 9:25:21.000000AM PST
Message Log	0	03/27/2006 9:25:21.000000AM PST
PeopleSoft Trace File	469	03/27/2006 9:25:21.000000AM PST

Distribute To	
Distribution ID Type	User
Distribution ID	JHARRIS

## Example of Report Output

http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4542/APY1010-\_2490551.PDF - Microsoft Internet Explo...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://fmdevweb.finman.state.vt.us/psreports/FMDEV/4542/APY1010-\_2490551.PDF Go Links

Select Text 72% Want to create online forms?

**PEOPLE Soft** Report ID: APY1010 PeopleSoft Accounts Payable VOUCHER REGISTER Page No. 1  
Run Date 9/27/2006 Run Time 9:23:17 AM

Business Unit: 01115  
For the period: 01.Aug.2004 through 31.Aug.2004

**Voucher Header Information**

Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acctg Dt	Post Stat	Dist Cntrl ID
Aug/02/2004	00000704	50101075	Jun/30/2004	0000014256	Crystal Rock Bottled Water	ONL	LMORSE2	Postable	Aug/02/2004	Posted	STANDARD

Approval Stat: Approved  
Currency: USD  
Rate Type: CRRNT  
Exchange Rate: 1.000000000  
Gross Amt: 63.45  
Discount Amt: 0.00  
Use Tax: 0.00  
Series Tax: 0.00  
Freight Amt: 0.00  
Misc Amt: 0.00  
Net Due Dt: Jun/30/2004  
Disct Due Dt:

Document Type: Document Date: Document Sequenc: VAT Trans Type: VAT Amount: 0.00  
VAT Exemption Type: VAT Certificate ID: Promote: S U F M  
Pay Terms: Due Now

**Voucher Line Information**

Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc A
1	BOTTLED DRINKING WATER, 5 GAL	53.95	00000000000009095	4.15	N	Y

Sales/Use Tax: Sales/Use Tax Exemption Type: Exemption Certificate: Intrastat Nature of Transaction: VAT Code: VAT Amount: 0.00

**Distribution Line Information**

Line #	Sys Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt
1	0	520700			59300	1115001000			53.95

11 x 8.5 in 1 of 30

Done Internet

## **Voucher Status Extract & Report (VTAP003)**

### **Report Information**

#### **Purpose of the Report**

Lists vouchers for a business unit based upon statuses select when extract is run. Report provides invoice, vendor name and statuses for approval, budget check, voucher and payment information by voucher.

#### **Type of Report**

SQR extract process

Crystal Report

#### **Navigation Path to the Report**

Accounts Payable > Reports > Vouchers > VT Voucher Status Rpt Extract

then


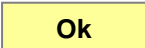

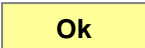
Accounts Payable > Reports > Vouchers > VT Voucher Status Report

## Report Execution Procedure

### Run Control Notes:

- Select an existing Run Control ID or enter a new one
- For reports that are run on a regular basis, user should select a Run Control ID naming convention that can be easily identified (e.g. Vchr\_Status\_Rpt)
- An asterisk \* preceding the field name indicates input is required

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
<b>Business Unit:</b>	type agency AP Business Unit or use the lookup to select	<b>required</b> - User must enter an AP business unit
<b>Voucher ID:</b>	type voucher id or use the lookup to select	<b>optional</b> – use Voucher ID to narrow your results to a specific voucher; or leave blank to display all vouchers for the specified report parameters
<b>From Date:</b>	type date or use the lookup to select	<b>required</b> – use From Date to select the beginning of the date range for the report
<b>Through Date:</b>	type date or use the lookup to select	<b>required</b> – use Through Date to select the end of the date range for the report
<b>Approval Status:</b>	type status value or use the lookup to select	<b>optional</b> – use Approval Status to narrow your results; or leave blank to display all for the specified report parameters
<b>Voucher Hold:</b>	type status value or use the lookup to select	<b>optional</b> – use Voucher Hold to narrow your results; or leave blank to display all for the specifies report parameters
<b>Vendor Hold:</b>	type status value or use the lookup to select	<b>optional</b> – use Vendor Hold to narrow your results; or leave blank to display all for the specifies report parameters
<b>Budget Checking Status:</b>	type status value or use the lookup to select	<b>optional</b> – use Budget Check Status to narrow your results; or leave blank to display all for the specified report parameters
<b>Duplicate Invoice Status:</b>	type status value or use the lookup to select	<b>optional</b> – use Duplicate Invoice Status to narrow your results; or leave blank to display all funds for the specified report parameters

Report Request Parameters		
In This Field	Enter	Notes
<b>Payment Status:</b>	type status value or use the lookup to select	<b>optional</b> – use Payment Status to narrow your results; or leave blank to display all programs for the specified report parameters
	push the run control button	Process Scheduler page loads. Click on the select box for VT Voucher Status Report
Server Name	Select “PSUNX”	This is the server for SQR Reports
Type	Choose “Web”	Web is recommended.
Format	Choose “PDF”	PDF is recommended.
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.
<a href="#">Process Monitor</a>	push the Process Monitor button	<ul style="list-style-type: none"> <li>to view the processing status of the report</li> <li>click the Refresh button</li> <li>make note of the process instance number</li> <li>when the run status displays success and the distribution status is posted - click on the VT Status Report on the menu list to the left</li> </ul>
Process Instance	type in process instance number, if correct number did not default in	The same run control id must be used
	push the run control button	Process Scheduler page loads. Click on the select box for SOV Voucher Status Report
Server Name	Select “PSNTCR”	This is the server for Crystal Reports
	Click the “Ok” button	This runs the report and returns you to the Report Request Parameters page.

Report Request Parameters		see screenshot below
In This Field	Enter	Notes
<a href="#">Process Monitor</a>	push the Process Monitor button	<ul style="list-style-type: none"> <li>to view the processing status of the report</li> <li>click the Refresh button</li> <li>when the run status displays success and the distribution status is posted</li> </ul>
<a href="#">Details</a>	click the Details link	Opens the Process Detail page.
<a href="#">View Log/Trace</a>	click the View Log/Trace link	Opens the View Log/Trace page
<a href="#">VTAP003 #####.PDF</a>	Click this link	Opens new page with the report

## Report Request Parameters

PeopleSoft

VT Voucher Status Report

Run Control ID: VCHR\_STATUS\_RPT [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters (Blank means all values)

Business Unit: 01110

Voucher ID:

From Date: 08/01/2006

Through Date: 08/15/2006

Approval Status:

Voucher Hold:

Vendor Hold:

Budget Checking Status:

Duplicate Invoice Status:

Payment Status:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

## Process Scheduler Page

PeopleSoft

Process Scheduler Request

User ID: NCOLLINS Run Control ID: VCHR\_STATUS\_RPT

Server Name: PSUN Run Date: 02/19/2007

Reference: Run Time: 8:35:55AM [Reset to Current DateTime](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	VT Voucher Status Report	VTAP003	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Process Instance: 249025

## Process Monitor Page

VT Voucher Status Rpt Extract - Microsoft Internet Explorer

Address: http://fnpdweb1.zenman.state.vt.us/ppp/PMTST/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.VT\_SUM\_VTAP903.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.EPCO

PeopleSoft

Home | Vouchers | WebChannel Connect | Search | Favorites | Sign Out

New Window | Help | Customer Page

Process List

Enter Process Request For

User ID: NCOLLINS Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2490225		SOR Report	VTAP903	NCOLLINS	03/19/2007 8:33:07AM PST	Success	Posted	<a href="#">Details</a>

[Go back to VT Voucher Status Rpt Extract](#)

Save Notify

Process List | [Server List](#)

Process Instance: 2490225

## VT Voucher Status Report – Crystal Output Parameters Page

VT Voucher Status Report - Microsoft Internet Explorer

Address: http://fnpdweb1.zenman.state.vt.us/ppp/PMTST/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.VT\_SUM\_VTAP903.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.EPCO

PeopleSoft

Home | Vouchers | WebChannel Connect | Search | Favorites | Sign Out

New Window | Help | Customer Page

Menu

- Vouchers
  - Voucher Listing by Chartfield
  - Control Group
  - Requeue
  - Main Executions
    - Posted Voucher
    - Resubmitted Voucher
    - Print Set Files
  - Invoices
    - Self-Billed Invoices
    - Unapplied Bills by Vendor
  - Voucher Activity
  - VT Voucher Status Rpt Extract
- VT Voucher Status Report
  - Voucher Requeue
- Voucher Reconciliation
  - Payments
  - Prepayments
  - Forecast
  - Vendor
- Accounts Payable Center
  - Settlements
  - Asset Management
  - Banking
  - Cash Management
  - Deal Management
  - Risk Management
  - VAT and IntraStat
  - Excise and Sales Tax/VAT
  - IND
  - Commitment Control
  - General Ledger

VTAP903 - Crystal Output

Run Control ID: VCHR\_STATUS\_RPT [Report Manager](#) [Process Monitor](#) [Run](#)

VOUCHER STATUS REPORT

Process Instance: 2490225

Click Run Button to run

Save Return to Search Notify Add Upgrade Crystal

## Process Scheduler Page

VT Voucher Status Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fnpdrweb1.zenman.state.vt.us/ppp/PMTST/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.VT\_SUM\_VTAP002.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.EPCO Go Links

PeopleSoft

Home | Voucher | WebChannel Connect | Search | Favorites | Sign Out

New Window | Hide | Customize Page

### Process Scheduler Request

User ID: NCOLLINS Run Control ID: VCHR\_STATUS\_RPT

Server Name: FSR1CR Run Date: 02/19/2007  
Reference: Run Time: 8:56:18AM [Reset to Current DateTime](#)

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	SOV Voucher Status Report	VTAP003	Crystal	Web	PDF	<a href="#">Distribution</a>

OK Cancel

Process Instance: 2490226

## Process Monitor Page

VT Voucher Status Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://fnpdrweb1.zenman.state.vt.us/ppp/PMTST/EMPLOYEE/ERP/c/ENTER\_VOUCHER\_INFORMATION.VT\_SUM\_VTAP002.GBL?FolderPath=PORTAL\_ROOT\_OBJECT.EPCO Go Links

PeopleSoft

Home | Voucher | WebChannel Connect | Search | Favorites | Sign Out

New Window | Hide | Customize Page

### Process List

Process List [Server List](#)

New Process Request For

User ID: NCOLLINS Type: Last: 1 Days [Refresh](#)

Server: Name: Instance: to

Run Status: Distribution Status ☒ Save On Refresh

#### Process List

[Customize](#) | [Filter](#) | [View All](#) | [Print](#) | [Export](#) | [Last](#)

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	2490226	Crystal	VTAP003	NCOLLINS	02/19/2007 8:49:00AM PST	Success	Posted	<a href="#">Details</a>
<input checked="" type="checkbox"/>	2490225	SGR Report	VTAP003	NCOLLINS	02/19/2007 8:33:07AM PST	Success	Posted	<a href="#">Details</a>

[Go back to VT Voucher Status Report](#)

[Save](#) [Notify](#)

Process List | [Server List](#)

Process Instance: 2490226

## Process Detail Page

PeopleSoft

Process Detail

Instance:	2490226	Type:	Crystal
Name:	VTAP003	Description:	SOV Voucher Status Report
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID:	VCHR_STATUS_RPT	<input type="checkbox"/> Hold Request
Location:	Server	<input type="checkbox"/> Queue Request
Server:	PBNTCR	<input type="checkbox"/> Cancel Request
Recurring:		<input type="checkbox"/> Delete Request
		<input type="checkbox"/> Restart Request

Info/Time

Request Created On:	02/19/2007 9:50:44AM PST	<a href="#">Parameters</a>	Transfer
Run Anytime After:	02/19/2007 9:49:00AM PST	<a href="#">Message Log</a>	
Began Process At:	02/19/2007 9:51:16AM PST	<a href="#">Batch Timings</a>	
Ended Process At:	02/19/2007 9:51:23AM PST	<a href="#">View Log/Trace</a>	

OK Cancel

## View Log/Trace Page

PeopleSoft

View Log/Trace

Report

Report ID:	2926	Process Instance:	2490226	<a href="#">Message Log</a>
Name:	VTAP003	Process Type:	Crystal	
Run Status:	Success			

SOV Voucher Status Report

Distribution Node: FDMNEBCR Expiration Date: 11/14/2009

File List

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	02/19/2007 8:51:22:000000AM PST
<a href="#">VTAP003_2490226.PDF</a>	77,025	02/19/2007 8:51:22:000000AM PST
<a href="#">PeopleSoft Trace File</a>	469	02/19/2007 8:51:22:000000AM PST

Distribute To

Distribution ID Type	Distribution ID
User	NCOLLINS

Return

[illegible]